

TOWN OF NORTH
PROVIDENCE
SCHOOL DEPARTMENT

State of Rhode Island

Terms and Requirements for Request for Proposal

Item Description: **DISTRICT EMPLOYEE ASSISTANCE PROGRAM (EAP) – NORTH
PROVIDENCE SCHOOL DEPT.**

Date and Time to be **ISSUED: FRIDAY, DECEMBER 30, 2022 AT 10:00 A.M.**

Date and Time to be **OPENED: FRIDAY, JANUARY 13, 2023 AT 10:00 A.M.**

Proposals may be submitted up to **10:00 AM** on the above meeting date at the **Office of the School Finance Director**, 2240 Mineral Spring Ave., North Providence, RI 02911, during normal business hours, 8:30 AM through 4:00 PM. All proposals will be publicly opened and read at the above noted address.

INSTRUCTIONS

1. Vendors must submit sealed proposals in an envelope clearly labeled with the above captioned item or work. The proposal envelope and any information relative to the proposal must be addressed to the **Finance Director**, 2240 Mineral Spring Ave., North Providence, RI 02911. Any communications that are not competitive sealed proposals (i.e., product information or samples) should have “**NOT A PROPOSAL**” written on the envelope or wrapper.
2. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
3. Proposal responses must be in ink or typewritten.
4. The price or prices proposed should be stated both in **WRITING** and in **NUMERALS**, and any proposal not so stated may be rejected.
5. Proposals **SHOULD BE TOTALED** WHEN APPLICABLE. Do not group items: price each item individually. Awards may be made on the basis of *total* proposal or by *individual items*.
6. Each responder is required to state in their proposal their full name and place of residence; and must state the names of persons or firms with whom he is submitting a joint proposal. All proposals **SHOULD BE SIGNED IN INK**.
7. One original proposal and **two copies** shall be submitted.

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NOTICE TO VENDORS

1. The North Providence School Department (NPSD) reserves the right to waive any and all informalities and to award the contract on the basis of the lowest qualified evaluated bid proposal.
2. No proposal will be accepted if made in collusion with any other responder.
3. A responder who is an out-of-state corporation must qualify or register to transact business in this State, in accordance with R.I. Gen. Laws, as amended, Sections 7-1.1-99, 7-1.1-105, 7-1.1-106.
4. The North Providence School Committee reserves the right to reject any and all proposals.
5. In determining the lowest qualified evaluated bid proposal, cash discounts for payments less than thirty (30) days will not be considered.
6. Where prices are the same, the North Providence School Department reserves the right to award to one responder, or to split the award.
7. Competitive bids may be obtained by all responders attending the formal proposal opening.
8. As the North Providence School Department is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
9. In case of error in the extension of prices quoted, the unit price will be given.
10. The contractor will not be permitted to either assign or underlet the contract, nor assign legally or equitably any moneys hereunder, or its claim thereto without the previous written consent of the School Committee.
11. Delivery dates must be shown on your proposal. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
12. A certificate of insurance shall be required of a successful vendor in which the North Providence School Department is named an *additionally named insured* in the title holder box. The certificate shall provide that the school department will be given at least 30 days advance notice of policy cancellation.
13. Proposals may be submitted on an "equal" in quality basis. The NPSD reserves the right to decide equality. Responders must indicate brand or make offered and submit detailed specifications if other than brand requested.
14. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Laws concerning payment of prevailing wage rates apply (See R.I. General Laws Sec. 37-13-1 et seq. as amended).
15. No goods should be delivered or work started without Notice from the NPSD.

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VENDOR PROPOSAL TERMS

1. It is hereby mutually understood and agreed that no payment for extra work shall or will be claimed or made unless ordered in writing by the School Finance Director or his designee.
2. Awards will be made within thirty (30) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default action in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.
4. Only one shipping charge will be applied in the event of partial deliveries for blanket purchases or term contracts.
5. The successful responder shall, prior to commencing performance under the contract, attach and submit a certificate of insurance, in a form satisfactory to the NPSD by which the successful responder will indemnify and hold harmless the NPSD during the term of the contract from claims for personal injury or damages to property sustained by third person, or their agents, servants and/or claimed under them.

Introduction:

The North Providence School Department is soliciting for proposals for a District Employee Assistance Program (EAP).

Requests for Clarification:

Inquiries concerning clarification on any portion of this RFP should be made to:

Finance Office
2240 Mineral Spring Ave.
North Providence, RI 02911
comptroller@npsd.k12.ri.us

Cost Proposal:

The cost proposal should include the following information:

- 1.) The responder shall submit Attachment “B” filled out completely.
- 2.) The cost proposal should contain all pricing information relative to delivery of services as described in this RFP.
- 3.) No proposals will be accepted after JANUARY 13, 2023 at 10am. North Providence School Department will evaluate all proposals. Be prepared to answer any calls in regards to the proposal.

Evaluation Criteria:

- 1.) The NPSD will review and evaluate each submitted proposal in accordance with the requirements of this RFP. The evaluation will include weighted criteria detailed below. If further information is desired, vendors may be requested to make additional written submissions or oral presentations to the North Providence School Committee.
- 2.) Proposal will be evaluated on the following:

		Score
1.	Company Information and Years in Business	20
2.	Required documents stated in RFP	20
3.	Experience and References	20
4.	Business located in North Providence	5
5.	Pricing	35
	Grand Total	100

Final Selection:

The North Providence School Committee will select a firm based upon the review, evaluation and recommendation of the Evaluation Committee in regards to the proposal submitted for consideration. The North Providence School Committee will take final action as to whether to go forward with the proposal. Following the notification of the firm selected, it is expected a contract will be executed between the parties.

- 1.) A firm's submission of a proposal indicates acceptance of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the NPSD and the firm selected.

Timeline:

Request for Proposals Issued	FRIDAY, DECEMBER 30, 2022 AT 10:00 A.M.
Proposal Due Date and Opening	FRIDAY, JANUARY 13, 2023 AT 10:00 A.M.
School Committee Meeting for potential contract award	WEDNESDAY, JANUARY 25, 2023.

Attachment “A” – Page one

The North Providence School Department invites the submittal of responses to this Request for Proposals (RFP) from District Employee Assistance Program (EAP).

The EAP program is to be 24 hours per day, 7 days a week, 365 days per year for employees and their families to include at least by not limited to:

- Crisis Support
- Substance use support
- Work/life support
- Life coaching
- Medical advocacy
- Legal advice
- Financial advice
- Elder care
- Child care
- Three annual behavioral health sessions
- Employee orientation sessions
- Unlimited support and training sessions for supervisors
- Manager referral program
- Web-based trainings
- EAP provided literature
- Interactive digital resources

Attachment “B” – Page one

**NORTH PROVIDENCE SCHOOL DEPARTMENT
COST PROPOSAL FORM**

Agrees to respond on: **DISTRICT EMPLOYEE ASSISTANCE PROGRAM (EAP) – NORTH PROVIDENCE SCHOOL DEPARTMENT**

Date and time to be opened: **FRIDAY, JANUARY 13, 2023 AT 10:00 A.M.**

VENDOR NAME:	
VENDOR ADDRESS:	
CITY, STATE, ZIP:	
Soc. Sec. # or Fed. ID #	

The North Providence School Committee and/or its authorized representatives shall have the right to cancel these services in this contract when it is determined that school operations have been delayed by failure of these contractors to render proper services for any reason whatsoever under the terms of the contract, or when any contract conditions and specifications are not met.

The bidder as indicated below, has carefully examined the proposals, specifications, and proposes and agrees, if this proposal is accepted, to contract with the NPSD to provide District Employee Assistance Program (EAP) Services contained within the specifications stated for these total amounts.

Attachment “B” – Page two

Proposal Form

Name of Provider: _____

Address: _____

Phone Number: _____

Authorized Signature: _____

Cost Description:

Cost per person based on 400 employees: _____

Cost per person based on 500 employees: _____

Cost per person based on 600 employees: _____

The EAP program is to be 24 hours per day, 7 days a week, 365 days per year for employees and their families to include at least by not limited to:

- Crisis Support
- Substance use support
- Work/life support
- Life coaching
- Medical advocacy
- Legal advice
- Financial advice
- Elder care
- Child care
- Three annual behavioral health sessions
- Employee orientation sessions
- Unlimited support and training sessions for supervisors
- Manager referral program
- Web-based trainings
- EAP provided literature
- Interactive digital resources